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<http://dpw.idaho.gov>

October 27, 2016

REQUEST FOR QUALIFICATIONS

TO: Data Network Cabling Infrastructure Design-Builders

BJM

FROM: Jan P. Frew, Administrator  
Division of Public Works

A handwritten signature in blue ink, appearing to read "Jan Frew".

SUBJECT: DPW PROJECT NO. 17197  
**Information Technology Infrastructure, Albertson's Library**  
Boise State University  
Boise, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4<sup>th</sup> Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **November 17, 2016**, at 4:00 p.m., for furnishing data network cabling infrastructure services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Martin Santoyo, Project Manager  
Division of Public Works  
P.O. Box 83720  
Boise, Idaho 83720  
(208) 332-1913  
[martin.santoyo@adm.idaho.gov](mailto:martin.santoyo@adm.idaho.gov)

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page [<http://adm.idaho.gov/pubworks/dpwprofservices.htm#DC>]. It is recommended that responders to this RFQ check this page prior to making their submittal. The last addendum will be posted on December 2, 2016.

The project will be funded by state funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Data Network Cabling Infrastructure Design-BUILDER will receive general

instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Data Network Cabling Infrastructure Design-Builder.

## **DESCRIPTION OF PROJECT**

Boise State University is upgrading the data network cabling infrastructure throughout the campus in various phases. This phase of the infrastructure is for the Albertson's Library, located on the main Boise State campus.

The scope of work will include new cabling infrastructure within the library building, typically located in the existing building equipment rooms/closets, and will include new data racks and data equipment in the closets. The design-build team will be responsible for ensuring that the new infrastructure and new equipment ties in seamlessly with the existing campus (internal & external) infrastructure, equipment, and servers. The design-build team shall prepare a design based on the Office of Information Technology staff's requirements and standards; see link below for wiring and cabling standards:

<https://oit.boisestate.edu/network/design-and-construction-services/>

The library is open to the public and is a fully occupied building. A detailed schedule of activities will be required, including continuous updates and "three week look-ahead" schedules. No work is allowed during dead week or finals of each semester, unless allowed in writing from Boise State. Safety and security are primary concerns for Boise State and the design-build team is required to check-in with the Campus Operations office when onsite. Additional safety/security work stipulations may be required, depending on where work occurs, types of work activities, and timing.

## **REQUIRED SERVICES**

The State is requesting proposals for complete design services including observation during construction. The total project budget of **\$190,000** has been established to include fees, contingencies and tests. A relatively complete construction cost estimate will be required following the Design-Build Development Phase and must be updated at each additional phase.

Engineering, if required, shall be performed by a licensed electrical engineer by the State of Idaho for modifying or adding electrical power.

The Design-Builder must have extensive experience in the design, engineering, and installation of data network cabling infrastructure systems.

The Design-Builder will be responsible for Schematic Design, Design Development, related Design-Build Construction Documents, and limited Construction Observation on an as-needed basis.

The Design-Builder shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code

compliance, building facilities security and equipment maintenance concerns should be incorporated into the design.

The Design-Builder will be required to meet monthly with the Project Manager and the BSU Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design-Builder shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Preliminary Design-Build services have been completed.
2. A Design-Build Development Report and update to the Owner, Agency, and the PBFAC, prior to beginning Design-Build Construction Documents, along with recommended project budget.
3. A final report at the conclusion of the Design-Build Construction Document Phase to the Owner, Agency, and PBFAC for any additional input and final acceptance.

## PROPOSAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.
- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least three (3) projects, with brief descriptions that show ability to complete projects of this scope. Demonstrated experience with implementation of data network cabling infrastructure on campus environments (e.g., universities, healthcare, corporate/government malls) is highly desirable.
- C. **Approach to Project:** Include a statement of your approach to this specific project including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two (2) pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DPW and Agency staff.
- E. **Examples of Work:** Completed design-build engineering documents, photographs, preliminary drawings, design-build working drawings and specifications may be submitted as examples of your work. List all design-build

engineering projects completed for the Division of Public Works in the past three years.

- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design-build engineering of data network cabling infrastructure. Experience with campus environments (e.g., universities, healthcare, corporate/government malls) is highly desirable.
- G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor.
- H. **Self-perform:** Indicate if the Design-Builder intends to self-perform, if so, the nature of the work to be self-performed, and the capability to do so.
- I. **Sub-Contractors:** If the Design-Builder is not self-performing the installation, the sub-contractors must be identified in the RFQ.

## **SUBMITTAL**

Five (5) bound copies and five (5) PDF copies of the submittal shall be delivered by the time and place specified above. Submittal shall clearly identify a single point of contact regarding the submittal, with an e-mail address and phone number listed. Failure to do so could make the proposal unresponsive.

## **EVALUATION**

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent design professional will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews. If there are less than three proposals submitted, those firms will be interviewed.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the final point score.

## **AWARD**

Based on the results of the proposals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration in accordance with prescribed procedures.

**PROPOSED DATES:**

|  |                           |
|--|---------------------------|
| Receive Proposals  | November 17, 2016         |
| Oral Interviews  | Week of December 12, 2016 |
| Review by PBFAC  | January 2017              |
| Negotiate Contract   | January/February 2017     |
| Design-Build Development presentation                        | May 2017                  |
| Final Design-Build Construction Documents and Cost Estimate. | June/July 2017            |

**SELECTION**

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting after oral interviews. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract. The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.

End 17197 Design-Build RFQ